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**GENERAL DATA REQUEST FORM**

Please email the completed form to

[Judy.Merriman@state.sd.us](mailto:Judy.Merriman@state.sd.us)

**The data you are looking for may already be available on the DOE website. Please review the data at the following URLs prior to submitting this form:** [**https://doe.sd.gov/ofm/enrollment.aspx**](https://doe.sd.gov/ofm/enrollment.aspx), [**https://doe.sd.gov/ofm/statdigest.aspx**](https://doe.sd.gov/ofm/statdigest.aspx), [**https://doe.sd.gov/data/staffing.aspx**](https://doe.sd.gov/data/staffing.aspx), [**https://sdschools.sd.gov/#/home**](https://sdschools.sd.gov/#/home)**, and** [**https://doe.sd.gov/ofm/edudir.aspx**](https://doe.sd.gov/ofm/edudir.aspx)**.**

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| Requestor’s Name: |  | | Date Requested: | |  | |
| Dept/Company: |  | | Date Needed: | |  | |
| Phone: |  | | Note: It can take 30-45 days to receive your data request. Please plan accordingly. ASAP is not an acceptable response. | | | |
| Email: |  | |
| Reason for the Data Request and what it will be used for: \**Be specific (Ex – needed for federal/state reporting purposes, legislative request, research purposes, etc)* | | | | | | |
| This is an informal information request  I will publish or share this data with the public | | | | | | |
| Frequency of Request:  One Time Request  Other, describe frequency: | | | | | | |
| Format:  Excel  PDF  Other: | | | Sort data by: | | | |
| School Year(s) needed: | | District Type:  <https://doe.sd.gov/ofm/edudir.aspx> | | School Type: | | |
| Level of Aggregation  State Level Data  District Level Data  School Level Data | | *Choose one or more of the following:* | | 00 System Wide (Checking this will include all of the below School Types)  *OR choose one or more of the following:* | | |
| 10 Public  20 Non-Public (Private)  30 Tribal/BIE  40 Cooperatives/Multi-Districts  60 Special Population Schools  70 Comm. Based Service Providers  80 State Special Schools  90 Alternative | |
| 03 Elem EC06  19 Elem EC08  04 Secondary 0912  05 Middle/Junior High 0508  07 SPED EC12  09 Alternative 0712  10 Alternative KG06  11 Preschool ECPK | | 13 Contract In-State KG12  14 Contract Out-of-State KG12  16 Adj Training Centers 0712  23 Virtual Elem EC06  29 Virtual Elem EC08  24 Virtual Secondary 0912  25 Virtual Middle/Jr High 0508  90 Auxiliary Placement Programs KG12 |
| Do you want the data pulled as of a certain date? *\*Be specific (Ex - Need 3rd graders enrolled as of April 17th)*  Specific date  Current production data (changes daily) | |
| **Student Data Request**  *\*Minimum N-Size = 10. All cells with less than 10 students will be suppressed to protect student privacy. Please select the appropriate student data elements needed below.*  Duplicate Student Count OK (Ex – Count kids who have transferred)  Do Not Duplicate Student Count  Race/Ethnicity, please specify if wanting just certain race/ethnicity categories:  Gender  Grade  Age  Enrollment Start Date  Enrollment End Date  Enrollment Exit Code  Resident District  Attending District  ELL (English Language Learner)  Free/Reduced Lunch  **Special Education Data:**  Disability, please specify:  Special Ed Category, please specify:  On Child Count Date Other Date, please specify:  Special Ed Start Date  **Additional Data Elements Needed:**  (If you need data elements not listed above), please specify: | | | **Teacher/Staff/Administrator Data Request**  \**Please select the appropriate data elements needed below.*  **Staff Type:**  Certified  Not Certified  Non-Authorized (Has certificate but not authorized for assignment)  **Position Type:**  Administrators, please specify:  Teachers  School Service Specialists  Other School Personnel, please specify:  **Assignment Codes**: Codes can be found at: <https://doe.sd.gov/prf>  Class Assignment, please specify:  **Assignment Category:**  CTE  Language Arts Math  Science  Social Science  Music  Fine Arts  Self Contained  PE Health  Religion  Special Ed (Non-Core)  ESL (Non-Core)  World Language  Military  Miscellaneous  Non-Credit  **Number of Staff:**  Based on Full Time Equivalency by Assignment  Headcount  Based on Full Time Equivalency by Total FTE  **Salary:**  Total Salary  Instructional Salary  Salary based on Assignment  Admin/School Service Specialist Salary  **Categories:**  Age  Gender  Instructional Experience  Admin/School Service Specialist Experience | | | |
| Provide a detailed explanation of the data you are wanting with this request for data. | | | | | | |
| **Note: Per Department of Education policy, we will not provide email addresses or contact information of K-12 Administrators, teachers, or staff. You can find contact information on the SD Educational Directory website at:** [**https://doe.sd.gov/ofm/edudir.aspx**](https://doe.sd.gov/ofm/edudir.aspx) **or on each school district’s individual website.** | | | | | | |
| **Pursuant to SDCL Chapter 1-27, if there are costs involved in completing your request for data, the Department of Education will provide you with a time/cost estimate prior to moving forward with the data request. Our current fee is $43/hour for any request that takes more than 1 hour of staff time to compile.** | | | | | | |